

STANDARD FORM NO. 64

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TO : Chief, Intelligence School

DATE: 10 December 1957

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FROM : Chief, Operations Support Faculty

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SUBJECT: Weekly Report No. 50, 3 December - 10 December 1957

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1. Administrative Procedures #75 was completed on 6 December.

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2. On 5 December [] of the Training Office, Office of Communications, telephoned to inquire regarding the organizational coverage given the Office of Communications by this staff. [] advised her that the Office of Communications was mentioned in the lecture on DD/S organization and in the presentation of Project Procedures where the Office of Communications was noted as a coordinating component in DD/P projects. Within ten minutes of [] conversation with [] of the Training Office, Office of Communications, telephoned [] and posed the same question to her and was given the same replies.

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3. [] contacted [] Passenger and Movement Branch, Transportation Division, Office of Logistics, for the purpose of reviewing the lecture on Shipment of Household Effects. This meeting resulted in a revision of this lecture to incorporate recent changes and revisions.

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4. In order to clarify the Name Check lecture, [] decided to place completed sample copies of Form [] Name Check and/or Document Request Service and Form [] Request for Investigation and Approval, in the kits for Administrative Procedures and Operations Support.

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[] visited [] RI Training Officers, to discuss with them the writing of a sample [] She was advised that they would find a good sample form for her. [] also visited [] Chief, Operational Approval Section, to discuss with him

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a completed sample Form [] composed a completed sample form. The appointment with [] was arranged for [] by [] Chief, CI Training Branch.

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5. [] Chief, Machine Records Division, Office of the Comptroller, has requested assistance in training certain clerical personnel to accomplish and maintain the new Personnel Information Card, Form [] which is used primarily by the Machine Records Division in maintaining the Master Locator file. [] has assumed responsibility for this project which may involve only one training session for the large group of clerks who keep the Personnel Information Cards current

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in the various Agency offices. At present, is conferring with representatives of the Office of Personnel as well as with concerning the training requirements.

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